

# Frequently Asked Questions about the Verification of Military Experience and Training (VMET) Document – DD Form 2586

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***Read this information carefully so that you understand what information appears on the VMET document and why. Most differences between what you might expect and what actually appears on your document are explained in this information.***

## General Information

### OVERVIEW

The General Information FAQs below provide facts on the background and purpose of the VMET document, document content and how it is arranged, data sources, and miscellaneous policies and procedures. The VMET is not intended to 'mirror' all experiences and training you had in your career. The VMET is intended for the individual only and is intended to be supported by other documentation. Please review the VMET Frequently Asked Questions (FAQ's), including the Data Omissions/Errors and Service Specific Data section, and the following criteria, for a better Understanding and Expectation about the VMET document.

### BACKGROUND/PURPOSE OF THE VMET DOCUMENT

#### **What is a VMET document?**

The VMET (Verification of Military Experience and Training), DD Form 2586, document is an overview of a service member's military career. The military experience and training listed on the VMET is verified as official.

#### **What is the history of the VMET program and who is eligible to get a VMET document?**

The VMET was established by Public Law 101-510, Section 1143(a), 5 November 1990, National Defense Authorization Act for Fiscal Year 1991 to assist departing service members transitioning to civilian life by providing a verification of their military skills and training and translating them into civilian terms. Eligibility was all military (Army, Navy, Marine Corps, and Air Force) members on active duty on or after 1 October 1990. DoD Instruction 1332.36 dated 14 February 1994 stated that, ideally, Service members receive the form at least 120 days before their separation date. Since January 2001, the VMET web site enables all DoD military members with active, reserve or national guard service on or after 1 October 1990 to receive the document, and for members to request and receive the document at their convenience. Prior to January 2001 (July 1992 - Dec 2000), VMET documents were not available via the web; the Military Services printed and distributed them to all separating or retiring active duty service members.

#### **My Military Service ended before 1 October 1990. Why isn't my data in the VMET database?**

The VMET document was established effective 1 October 1990 as a tool to assist service members who were leaving the military. Therefore, all military members, except coast guard,

who were serving on 1 October 1990, were included in the VMET database, and those members who had already left were not included.

### **What do I use the VMET document for?**

The primary purpose of the VMET document is to help you create a resume and complete job applications. In addition, you can elect to show the VMET document to potential employers, employment/government agencies (including Department of Labor, Veterans Administration, etc.) or to educational institutions. In some cases, it can be used to support the awarding of training or academic credit. For some skills, the VMET document can provide certification to allow waiver of apprenticeship/testing requirements.

Along with the VMET document, use your DD Form 214's, performance and evaluation reports, training certificates, military and civilian transcripts, diplomas, certifications, and other available documentation to achieve the best results in these endeavors.

### **Who manages the VMET program and database?**

The Defense Manpower Data Center (DMDC), a Department of Defense activity that supports the Office of the Under Secretary of Defense for Personnel & Readiness (OUSD/P&R), has the responsibility for producing the VMET documents and maintaining the VMET web site. DMDC centrally manages over 100 million records received from all four military services (Army, Navy, Air Force and Marine Corps). The VMET database contains information on active duty, reserve, and national guard members who have served on or after 1 October 1990.

In addition, DMDC also manages a number of Military Service and American Council on Education (ACE) "descriptive databases" to support VMET. The descriptive databases contain data such as titles and/or descriptions of occupations, training, or courses.

## **DOCUMENT CONTENT AND DATA SOURCES**

### **What kind of data is listed on the VMET document?**

The VMET document includes reported military experience history with supporting descriptive data from September 1975 to present and all available military training history (course completions only) with supporting descriptive data. Also included on the document are related civilian occupation data, language proficiency data, and off-duty education (USMC only).

The military occupation and training codes listed on the document are reported to DMDC by the four military services. The supporting descriptive data comes from the four military services occupational and training sources along with the American Council on Education (ACE). The occupation descriptions are standard descriptions for the occupation and therefore are not exactly the duties you may have performed while holding the occupation.

### **How is the data arranged on the VMET document?**

Heading. The heading on the first page of the form lists demographic data such as name, date of birth, social security number, and years of service. Also, a date of information is listed which indicates the as-of date of an individual's work experience data on the form.

Work Experience. Work experience data (occupation codes) are next listed in "occupation clusters" in reverse chronological order (newest to oldest) following the heading. Clusters are created for each unique occupation for each service and military pay category (Enlisted, Officer, and Warrant). The clusters assimilate all data over time relating to the occupation code. The

cluster begins with the occupation code and title, followed by "held data" for the code. The "held data" includes pay grade/skill level or rank/rating and the date range that occupation was held. Description(s) for the occupations are listed next, followed by academic course credit recommendation(s) when available. The last segment of the cluster contains related civilian occupations (Title and code) when available.

**Note:** If a member is an Army Officer, or his/her last status is as an Army Officer when a VMET document is requested a 'referential' ORB/OER paragraph is provided in lieu of Work Experience data on the VMET document.

Additional Qualifications (AQs). Additional qualification data (when available) is listed next, following the last work experience cluster.

Training History. Military training course completions are listed next in reverse chronological order. Data for the same course code is 'date clustered' when the course was taken more than once during a person's career. The course listings contain available information for title, location, duration, description, and academic course credit recommendation.

Off-Duty Education. Off-duty education is listed for Marines only and only for non-military course completions. This type of non-military information is not available from the other Services. Also, degrees and diplomas are not listed on the VMET document.

Languages. Language proficiency data is listed last, when it is available.

**What does the Date of Information (Item 7 of the DD 2586 Form) represent? Why is the date about 3 months older than the present date?**

All available data at DMDC for your experience and training, 'up to but not including' the date in Item 7, is included on your VMET document. Therefore a date of information of 1 April 2001 would include all available data through 30 March 2001. Note: Occasionally there may be some completed courses listed that are one or two months newer than the date of information.

Updates are contingent on a multitude of factors. Due to lag time in receiving and processing Service submission files the 'Date of Information' (for an individuals experience data) will usually be approximately 3 months, but can be up to 6 months, older than the present date. Suggest you refer back to the Web Site Login page periodically as needed to look for advancement in the Date of Information, if you are seeking newer data.

**None of my work experience before September 1975 is listed on the VMET document. Why?.**

Military personnel work experience data (occupations and additional qualifiers) used on the VMET document comes from the Services personnel data systems. The VMET work experience database presently contains over 100 million records supporting over 6.5 million VMET-eligible personnel. This database does not contain work experience for the period prior to September 1975 because it was not available in an automated format.

**Aren't some of the dates for work experiences between September 1975 and December 1992 a little off?**

The VMET work experience data was not collected and summarized on a monthly basis for the period from September 1975 through December 1992, so there could be disparities concerning this older experience data on the VMET document. These older experience disparities can

include VMET data that does not reflect some changes in the exact month in which they occurred or VMET data that is missing for experiences of short duration.

The VMET work experience was not collected on a monthly basis from September 1975 through December 1992 because during this period the Services were not submitting monthly Active Duty submissions of personnel data to DMDC. Also, when the VMET database was built, some of the data for the September 1975 through December 1992 period was collected on a less frequent interval than it was received from the services to facilitate the rapid building of the VMET database.

The different collection intervals for VMET work experience data are noted below:

- September 1975 - September 1979 Data was collected annually in September only.
- March 1980 - September 1984 Data was collected semi-annually in March and September only.
- December 1984 - December 1992 Data was collected quarterly in December/March/June/September only.
- January 1993 - Present Data is collected monthly.

Following is an example involving potential disparities for data that was collected quarterly:

An individual's primary occupation code changed in January 1985 but this new primary occupation experience would not be available in the VMET data until March 1985 when data was collected. Therefore the January 1985 change will appear 2 months late on the VMET. A second possibility is that the January 1985 change could possibly never be available (missing on the VMET) if the person's Primary occupation code reported in the March 1985 data was a different primary occupation code than was reported in January 1985.

Since January 1993 the VMET has used monthly submission data from the military services to 'build' VMET work experiences. Although work experiences are built on a monthly basis since January 1993, updates of work experience to the VMET are currently occurring quarterly. The date in Item 7 denotes the as of date for the work experience displayed on the VMET document.

**What are the sources of the demographic, experience and training data on the VMET document? How often does DMDC receive data from these sources?**

There are two basic types of information in the VMET database: (1) information on specific individuals (also called 'person' or 'SSN level' data), and (2) descriptions of codes for work experience/occupations and training courses. Specifically, VMET databases contain individual or 'SSN level' data codes, and narrative descriptions supporting the codes.

The four military services provide DMDC with 'person' data via monthly submissions of 'SSN Level' codes for person demographic and experience data, and monthly/quarterly submissions of 'SSN Level' codes for person training data. The four military services also provide DMDC with frequent inputs of narrative descriptions for occupations and courses.

In addition, on a quarterly basis, the American Council on Education (ACE) provides DMDC with narrative data information for occupations and courses that were evaluated by ACE at the request of the military services. For VMET, ACE descriptions take precedence over Service (Regulation) descriptions when ACE descriptions are available (i.e., when both ACE and Service descriptions are available for the same occupation/course, only the ACE information is displayed on the VMET document).

**How to interpret the 'component', as listed in Block 5 in the VMET document header, and as listed within experience 'held data' of Work Experience clusters.**

The words with military service for 'organization (AKA 'component') that are on an individual's VMET document are the military service and organization that reports data to DMDC, and for the Reserve and Guard the VMET does not further identify the individual's category/subcategory descriptions for his/her mobilization or duty status. Therefore, all members reported in the Reserve and Guard submission files are listed on the VMET document as Reserve or Guard, respectively. The organizations (components) depicted on the VMET document are either Active (for Regular), Reserve, and Guard.

**What is the American Council on Education (ACE)?**

The American Council on Education (ACE), founded in 1918, is the nation's coordinating higher education association. Its approximately 1,800 members include accredited, degree-granting colleges and universities from all sectors of higher education and other education and education-related organizations. ACE provides many services; one of these services is the translation of military courses and occupations into academic credit.

**Does ACE evaluate all occupations and courses for credit?**

No. ACE has not evaluated any of the occupations for the Air Force, any of the commissioned officer occupations for the Army and Navy (except LDO and NWO (Designator) for the Navy), and ACE has not evaluated most of the occupations for the Marine Corps. Course evaluations conducted by ACE do not include all courses offered by the armed services.

**The American Council on Education (ACE) descriptive data on my VMET document identifies dates used with the ACE data as 'Exhibit Dates'. What is an ACE Exhibit and where can I find information about an ACE Exhibit that is not provided on my VMET document?**

Each military occupation or course that ACE evaluates is considered an exhibit. An exhibit's data includes a unique identification number, effective dates of the exhibit (Exhibit Dates), and descriptions and recommended academic credit for the occupation or course. See the ACE link on the VMET Links page for more information about ACE and ACE Exhibits. Also, ACE Exhibit data can be viewed online and can be searched by ACE Identification number or Keyword. See the Military Guides link for this ACE data on our VMET Links page.

**Will my training and experience with other services (i.e., Army, Navy, Air Force, Marine Corps.) and different components (Active, Reserve, Guard) be included on my document?**

Military service on or after 1 October 1990, along with any contiguous work experience as far back as September 1975, is displayed on your VMET document regardless of service or component. All available training data, regardless of service or component, is also listed on the document.

**Does the VMET document list all information about my military career?**

DMDC lists all the available information in the VMET database at the time that the document is requested. Although the document provides verification of experience and training up to a certain date (Item 7, 'Date of Information'), it does not display all of the data found in a member's official military records. For example, data for many additional duties and efficiency/performance report data are not available, so they cannot be listed on the DD Form 2586. Therefore, the VMET document is not a stand-alone document and should be supplemented with information on your performance reports, training certificates, transcripts, diplomas, and other

documentation. All these tools taken together provide a more complete picture of your military career and achievements.

**Will all military course completions be listed on the VMET document?**

No. Military course completions are reported by the Services to DMDC only when the data is available from automated sources. Many unit/base level courses of short duration are types of courses where data is not automated.

Note: Military courses taken as a DoD civilian by ex-military personnel can appear on the VMET document.

**Why does the VMET list a status code, like student and patient, as occupations held?**

Some 'occupations held' are actually reporting identifiers related to a person's status rather than to military skills. However, since these reporting identifiers are reported as occupation codes, they are listed in an individual's work experience history. It is our policy to present this data as it is reported to us by the military services.

**Is the frequency in which SSN Level (person) work experience data collected by DMDC related to the frequency in which updates using that data are made to the VMET database?**

Since January 1993 person work experience data has been collected on a monthly basis by DMDC. However, updates of person work experience data to the VMET database are currently made on a quarterly basis and they lag real time by about 3 months.

**Why does the VMET document note that 'limited' training history data is available prior to different Fiscal Years (FY) for different services?**

Electronically stored data is the primary source of data for the VMET document. The services began storing data electronically at different times and this accounts for the differences in data availability. Training history data is limited prior to FY84 for Army, FY78 for Navy, FY70 for Air Force, and FY67 for Marine Corps. Note: the military services cannot add information to the VMET that does not already exist in an automated format.

**Why does the beginning date for a rank appear a month or two late? Why is work experience information, including rank information, missing for a period of time on the VMET document?**

In the work experience section of the VMET document the ranks that are listed - with matching pay grades - are completely a consequence of monthly reporting/non-reporting of occupation codes by the Service.

Some promotions are reported 1 or 2 months late in subsequent monthly report submissions by the Services. The VMET document would not reflect these new ranks until they are reported in a subsequent monthly submission.

Work experience occupation information, including rank data, will be missing on the VMET document for periods of time when no occupation codes are reported for an individual. Occupation codes are not reported (code fields are blank in a monthly report submission) for various reasons, which may include a period when an individual is in a unique status not supported by existing occupation codes.

Because ranks listed on the VMET document are driven by reported occupation codes, the VMET should not be used to confirm exact dates of rank. The VMET is intended to be

supported by other documentation. Therefore, you should use other documentation sources if you want to confirm your exact dates of rank.

For periods of time when occupation codes are not reported for an individual we cannot make changes solely to add rank held information so that those periods of time - now missing - will appear in the experience section of the VMET. Also, since it is fairly common that some promotions are reported 1 or 2 months late we cannot make 'rank only' changes to work experience occupational data for those cases.

## **MISCELLANEOUS POLICIES AND PROCEDURES**

### **Are VMET documents received on the web Official documents?**

The VMET document, as delivered via the web, is considered an official document.

### **Can a copy of my VMET document be sent to a third party by DMDc? Is the VMET document an Official document even though it is not signed?**

No. Since the VMET document contains privacy act data we cannot send copies of it to third parties. The VMET document is an official document as delivered unsigned from the VMET website.

### **How can I obtain a VMET document?**

Most military installations have a transition assistance support office that can help you. To locate the facility nearest to you, consult your local base directory for the following type of offices:

**Army\_-** Army Career and Alumni Program (ACAP) Center. If there is no listing for an ACAP center, contact the Army Community Services (ACS) Office.

**Navy\_-** Transition Assistance Management Program (TAMP), Family Service Center, Mobile Job Assistance Team or the Command Career Counselor.

**Air Force -** Active Duty members contact Family Support Center or Military Personnel Flight; Reserve and ANG members should contact their servicing military personnel office; Separated and Retired members should contact HQ AFPC/DPPTT (transition and Relocation Operations) at DSN 665-2631 or 1-800-581-9437 or e-mail VMET@afpc.randolph.af.mil.

**Marine Corps -** Career Resource Management Center or Family Service Center

*To locate a transition office on an installation in your area, go to the Standard Installation Topic Exchange Service (SITES) web site <http://www.dmdc.osd.mil/sites>. Select View Installation Information. Get a contact phone number or address in the Installation section (either the "Commonly Referenced Numbers" or "Major Unit Listing"). Or, visit the DoDTransPortal Web Site at <http://www.dodtransportal.org>.*

### **At what point and how often can a VMET document on the web be obtained?**

The document can be requested whenever desired. However, unless something has changed in your military record (e.g., a change in occupation, a promotion, or additional military training courses completed), there is limited benefit in requesting another VMET document. Tip: check to see if the VMET database has been updated since your last request - see "Information contained in VMET documents is current as of mm/dd/yyyy." on the VMET home page.

## Document Content: Variations by Service

### U.S. Army

The VMET documents of Army commissioned officers do not display any work experience data. For these officers, a paragraph on the document provides a reference for obtaining work experience information. Experience clusters are created for each unique Warrant and Enlisted occupation code, and for each unique Officer occupation code in the cases where the individual's latest VMET work experience was not as an army officer. Clusters can include primary and duty occupation information followed by a separate section for additional qualifications (AQs), when applicable. Examples of AQs listed are: Secondary occupations, Additional Skills Identifier (ASI), Special Qualifications Identifier (SQI), and Skills Identifier (SI). E-4 Rank Title is always Specialist Four - on the VMET – even though both Corporal and Specialist Four are used.

### U.S. Navy

Navy work experience clusters are created for each unique Enlisted, Warrant, and Officer occupation code held and they include primary and duty occupations held. For Officer and Warrant Officer, the primary and duty occupations are displayed as Navy Designator and Navy Officer Billet Classification (NOBC), respectively. Experience clusters are followed by additional qualifications (AQs), when applicable. Examples of AQs listed are: Navy Enlisted Classification (NEC), Additional Qualification Designation (AQD), and Subspecialty (SSP).

### U.S. Air Force

Air Force work experience includes primary and duty Air Force Specialty Codes (AFSCs) held, including Special Duty Identifier (SDI), Reporting Identifier (RI), Chief Enlisted Manager (CEM), and Officer Command/Director AFSCs. Experience clusters are created for each unique AFSC using the set of all non-skill level AFSC digits for the AFSC. Therefore SDI, RI, CEM, Command/Director AFSCs, and some enlisted skill level 9 AFSCs (depending on 7 level AFSC that the individual held) are uniquely clustered, whereas clusters for all other AFSCs held each contain all skill levels held for the AFSC. Experience clusters are followed by a separate section for additional qualifications (AQs), when applicable. Authorized Prefixes are the only Air Force AQ type listed in the AQ section. E-4 Rank Title is always Senior Airman - on the VMET - even though there was a period of time - covered by the VMET - where both Senior Airman and Sergeant were used for E-4.

### U.S. Marine Corps

Marine Corps work experience clusters are created for each unique Enlisted, Warrant, or Officer occupation code. The clusters can contain primary, duty, and/or secondary occupations held. Secondary occupations can be additional qualifications (AQs), but they are listed within occupation clusters rather than separately in an AQ section. When available, VMET documents contain information on Off-Duty Education.

***For more information about the content and data sources of the VMET document, please see the General Info FAQs. For information about data omissions, please see the Document Omissions/Errors FAQs.***



## Data Omissions/Errors

DMDC provides information received by all data sources as of the date in Item 7 (Date of Information) on your VMET document. These FAQs provide information on data anomalies and what data is not available in VMET documents, as well as information on what you can do about errors.

### **Does the VMET document list all information about my military career?**

DMDC lists all the available information in the VMET database at the time that the document is requested. Although the document provides verification of experience and training up to the date in Item 7, it does not display all of the data found in a member's official military records. For example, data for many additional duties and efficiency/performance report data are not available, so they cannot be listed on the DD Form 2586. Therefore, the VMET document is a not a stand-alone document and it should be supplemented with information on your performance reports, training certificates, transcripts, diplomas, and other documentation. All these tools taken together provide a more complete picture of your military career and achievements.

### **What does the DATE of Information (Item 7 of the DD 2586 Form) represent? Why is the date about 3 months older than the present date?**

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Updates are contingent on a multitude of factors. Due to lag time in receiving and processing Service submission files the 'Date of Information' (for an individuals experience data) will usually be approximately 3 months, but can be up to 6 months, older than the present date. Suggest you refer back to the Web Site Login page periodically as needed to look for advancement in the Date of Information, if you are seeking newer data.

### **None of my work experience before September 1975 is listed on the VMET document. Why?**

Military personnel work experience data (occupations and additional qualifiers) used on the VMET document comes from the Services personnel data systems. The VMET work experience database presently contains over 100 million records supporting over 6.5 million VMET-eligible personnel. This database does not contain work experience for the period prior to September 1975 because it was not available in an automated format.

### **Aren't some of the dates for work experiences between September 1975 and December 1992 a little off?**

The VMET work experience data was not collected and summarized on a monthly basis for the period from September 1975 through December 1992, there could be disparities concerning this older experience data on the VMET document. These older experience disparities can include VMET data that does not reflect some changes in the exact month in which they occurred or VMET data that is missing for experiences of short duration.

The VMET work experience was not collected on a monthly basis from September 1975 through December 1992 because during this period the Services were not submitting monthly Active Duty submissions of personnel data to DMDC. Also, when the VMET database was built, some

of the data for the September 1975 through December 1992 period was collected on a less frequent interval than it was received from the services to facilitate the rapid building of the VMET database.

The different collection intervals for VMET work experience data are noted below:

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An individual's primary occupation code changed in January 1985 but this new primary occupation experience would not be available in the VMET data until March 1985 when data was collected. Therefore the January 1985 change will appear 2 months late on the VMET. A second possibility is that the January 1985 change could possibly never be available (missing on the VMET) if the person's Primary occupation code reported in the March 1985 data was a different primary occupation code than was reported in January 1985.

Since January 1993 the VMET has used monthly submission data from the military services to 'build' VMET work experiences. Although work experiences are built on a monthly basis since January 1993, updates of work experience to the VMET are currently occurring quarterly. The date in Item 7 denotes the as of date for the work experience displayed on the VMET document.

**I am a Regular Air Force member and I do not see my work experience changes for June, July, and August 2001 displayed on my VMET document. Why is this data missing?**

DMDC is currently unable to obtain Air Force data from the modernized Air Force Personnel Data System (Mil PDS) for Regular Air Force members for the months of June, July, and August 2001. Therefore any work experience changes which occurred during those 3 months, to Demographic (E.g. name), Occupation (PAFSC, DAFSC, or Prefix), Rank (pay grade), and Language Proficiencies, will not be displayed on the VMET document for Regular Air Force members, even though the Block 7 Date of Information is a newer date. However, June-August 2001 work experience data for Air National Guard and Air Force Reserve members is available and will be displayed. When the June-August 2001 work experience data for Regular Air Force members is available to the DMDC, it will be incorporated during a subsequent VMET update.

**Why are Rank Titles listed on my VMET listed with the wrong beginning dates?**

You should not use the VMET to confirm your Dates of Rank Titles (for a given service and pay grade). They are dependent on primary and duty occupation code reporting. If primary and duty occupation codes were not reported for a given period when a rank change occurred, that change would not be detected until the codes were next reported.

**The VMET document does not list the jobs and training I had in the past few months. Why not?**

The VMET database is a snapshot of data in time. Information received up to the date in Item 7 is displayed on your VMET document. Since regular updates are made to the VMET database, you may request the VMET document a few months later to view information that may be added to your record.

**Why does the VMET document note that 'limited' training history data is available prior to different Fiscal Years (FY) for different services?**

Electronically stored data is the primary source of data for the VMET document. The services began storing data electronically at different times and this accounts for the differences in data availability. Training history data is limited prior to FY84 for Army, FY78 for Navy, FY70 for Air Force, and FY67 for Marine Corps. Note: the military services cannot add information to the VMET that does not already exist in an automated format.

**Why does one of my training courses appear twice, but with a different course number, title and description?**

VMET gets training data from all Services including training and personnel systems. The training episodes reported by a personnel system include only members of the reporting service. This is in contrast to training systems that report all training episodes regardless of the service of a student. In order to collect as many training episodes for a member as possible, the training system data is not filtered to exclude students from another service. As a result, the same training episode can appear more than once. Duplicate training episodes are deleted where ever feasible. It is very difficult; however, to get rid of a duplicate course with a high degree of certainty when the 'owning' Service's course identifier has been re-coded. Our assessment was that the recipients of a VMET document could easily identify the duplicate reporting of a training episode and would rather have more data than less.

**Wrong Course Identifier**

If you report an error where a wrong course appears on your VMET document please also identify if there is a known course you completed during the same period as the wrong course. Provide all available information for both of the courses. This will help identify situation where code translations are selecting wrong courses.

**Why does a course appear that I took as a DoD civilian?**

The training systems identify students as military, civilian, foreign nationals and so forth. It would be a simple matter to filter out course completions of civilians. These training episodes are left in for two reasons. Our general rule is to include as many training episodes as possible. Another consideration is that a reserve component member could be classified as a civilian by the reporting training system based upon the activity that funded the training.

**Why do some of my training descriptions or recommendations say "Pending Evaluation"? When will they be evaluated?**

When the Services add new courses and occupations, or revise existing ones, the American Council on Education (ACE) needs time to evaluate them. ACE also needs time to evaluate current courses and occupations that experience significant changes.

If you receive a VMET document with a "Pending Evaluation" note, you can request another document at a later date, to see if the evaluation is completed.

**ACE recommends credit for some courses and not others. Why are some missing?**

Credit recommendations from the American Council of Education (ACE) are listed if ACE evaluated the training/work experience. However, an academic institution determines which credits are appropriate (transfer) to a program of study. Note: ACE will not evaluate training/job experience if a transcript is provided for it - by a college, university, or federal degree granting institution. E.g. The Community College of the Air Force (CCAF) evaluates many Air Force courses and provides transcripts.

**Does ACE evaluate all occupations and courses for credit?**

No. ACE has not evaluated any of the occupations for the Air Force, any of the commissioned officer occupations for the Army and Navy (except LDO and NWO (Designator) for the Navy), and ACE has not evaluated most of the occupations for the Marine Corps. Course evaluations conducted by ACE do not include all courses offered by the armed services.

**Why do some occupations have no related civilian occupations (RCO) listed on the VMET document?**

Most evaluated occupations have RCO data. If an occupation does not have RCO data, either there is no comparable civilian skill (i.e. Tank Driver), the occupation has not been evaluated at that paygrade/skill level, or the RCO data is not yet available.

Available RCO data is listed for the clustered occupation and includes RCO data for all skill levels/pay grades of the clustered occupation. Currently the secondary occupation code for Army and the Navy Enlisted Classification (NEC) code, are also supported by RCO data which is listed in the additional qualification section as Other Related Civilian Occupations. RCO data is listed in the Additional Qualifications section only if same RCO data has not been listed in a previous work experience cluster. Note that RCO data sources change over time. New data and data sources are continually being added. See the Department of Labor portion of the VMET Links pages for links to RCO data sources for additional information and occupations.

**Sometimes "Title not available" appears on my document. Why?**

When both occupation title and description are missing in the source files for an occupation you held, "Title not available" is listed on the document. When both training title and description are missing for a course you completed, the course is simply listed at the end of the Training section.

**There's a title, but some descriptive information below the title is missing. Why?**

DMDC provides all the information available in the VMET database at the time that you request the document. When a title for an occupation or training experience code is available, it is listed even when there is other data missing (such as a missing occupation description, course description, or related civilian occupation).

**NOTE:** Descriptive data is listed only when it is available. So when no description is listed none is available.

**Why does my VMET document list duty occupation codes for jobs that I have never performed?**

In some cases, a duty occupation code (NOBC for Navy Officers) is assigned but the member never performed in the assigned code (occupation) because he/she was performing duty in only the primary occupation (Designator for Navy Officers) during a particular period in his/her career. The member may not even have been aware that he/she was assigned to the non-performed occupation. In these cases the individual's assignment (or billet) was authorized for the non-performed occupation but he/she performed in a different occupation.

**I had an extended break (greater than 5 years) between portions of my military service which occurred prior to October 1990. Data for the earlier service period is missing from my work experience history. Can it be restored?**

No. The initial work experience file was built in early 1990 by an organization no longer in existence. During the build of the initial file, it was assumed that a member who had been out of Service for more than five years was a permanent loss and all work experience records

generated for the member to that point in the file built were discarded. Since 1990, the work experience file has grown to over 90 million records. The decision was made over a decade ago and has now been locked in since recreating the file at this point would be an endeavor of immense proportions. Note: Because work experience data prior to January 1993 was captured on a non-monthly basis, work experience data for some people with service breaks between 4 years and one month and 5 years may also not be available.

**During my service career two SSNs were used to report my military service. Can all of my military service be combined under my current SSN so that one VMET document will include it?**

No. This cannot be done. If you had qualifying service under each SSN you should request and use VMET documents for that SSNs service. If some of your service, under a previous SSN, ended prior to 1 October 1990 then that earlier service will not be supported by a VMET document.

**I studied my VMET document and the FAQs above. Even when I take into account the omissions and data anomalies covered in those FAQs, there seem to be errors on my VMET document. Can actual errors occur?**

DD Form 2586 errors or omissions can be attributed to erroneous data being reported to DMDC, data not reported to DMDC, or improper handling of reported data. Stated another way, the VMET system is fully reliant on data submitted by the Services for demographic, occupation and training data. Errors listed on the document are usually the result of erroneous 'SSN Level' data submitted by the Services, or due to errors in Service occupation/course descriptions. Also, errors may occur in the process of handling and interpreting the data.

**Can errors on the VMET document be corrected, and how?**

Errors may be able to be corrected. However, you must contact your parent service. When a correction is possible, but would not result in any new descriptive data not already contained on the form, then the services usually do not make the change. Also, in some cases, errors cannot be corrected following a member's separation or retirement.

Some things are not errors. For example a single rank title is used for a given pay grade on the VMET, even though multiple rank titles may exist, because VMET data handling is by pay grade and cannot discern the rank title. See examples in the ARMY and Air Force Service Specific section for the E-4 Pay Grade.

Please note that there is no simple process to make changes to an individual member's DD Form 2586. The changes must pass through official channels and can take months. Members are encouraged to use the data that is correct on their DD Form 2586 and other source documents to assist in creating their resume.

If you report an error where a wrong course appears on your VMET document, please also identify if there is a known course you completed during the same time period as the wrong course. Provide all available information for both of the courses. This will help identify situations where code translations are selecting wrong courses.

Consider the magnitude of the 'error' or 'omission' and the merit or benefit before requesting a change.

**To make corrections, follow the procedures identified for the specific military service as indicated below.**

**Army:**

All current Army Personnel (Active, Reserve, and National Guard) who identify an error or omission of data in their VMET document should carefully review the VMET Frequently Asked Questions (FAQs). If, after reviewing the FAQs, you still believe that an error or omission has been made and have the required document to correct the information, visit your supporting Military Personnel Office and have them submit the required SIDPERS transaction. If, after reviewing the FAQs and above information, you still have questions, contact the Army VMET On-Line Help Desk at [vmet@resourceconsultants.com](mailto:vmet@resourceconsultants.com).

**Navy:**

All USN individuals should discuss report errors with their Command Career Counselor and/or Personnel Officer, after completely reviewing FAQs on document omissions/errors. A review of local records with data on file via microfiche records may be required. If corrections to the master personnel file are warranted, your Personnel Officer should initiate corrective action with assistance from PERS-313.

General document information is available from:

Transition Assistance Management Program  
Navy Personnel Command  
Personnel & Family Readiness Branch (PERS-662C)  
5720 Integrity Drive  
Millington, TN 38055-6620  
DSN: 882-4384 or (901) 874-4384  
E-mail: [p662c12a@persnet.navy.mil](mailto:p662c12a@persnet.navy.mil)

Note: The Transition Assistance Management Program staff cannot make any changes to your VMET document.

**Air Force:**

It is imperative that AF members (Active, Reserve, ANG, retired, and separated) read all of the FAQs before contacting your component POC about what you believe to be an omission or error. The VMET is not a stand-alone document nor does it 'mirror' all experience and training an individual had in their career. While the VMET provides a very good record, which is useful to chronologically evaluate a member's experience and training, it is intended for the individual only and is to be supported by other documentation, such as performance reports, training certificates, DD Form 214, college courses, etc., to prepare a resume. You are requested not to contact your component POC if you have other correct documentation to support what may be erroneous or missing from your VMET. However, active duty members should contact their servicing MPF to ensure their military personnel records are correct in the AF Personnel Data System (PDS). This includes active Reserve and ANG members. It is not possible for data to be updated in the AF PDS for separated and retired members; therefore, we can only suggest that you use all available documentation, as indicated above, to prepare a resume.

**Special Notice:** DMDC is currently unable to obtain Air Force data from the modernized Air Force Personnel Data System (Mil PDS) for Regular Air Force members for the months of June, July, and August 2001. Therefore any work experience changes which occurred during those 3 months, to Demographic (E.g. name), Occupation (PAFSC, DAFSC, or Prefix), Rank (pay grade), and Language Proficiencies, will not be displayed on the VMET document for Regular Air Force members, even though the Block 7 Date of Information is a newer date. However, June-August 2001 work experience data for Air National Guard and Air Force Reserve members is available and will be displayed. When the June-August 2001 work experience data for Regular Air Force members is available to the DMDC, it will be incorporated during a subsequent VMET update.

If after reviewing the FAQs, you believe a change/correction should be requested, please contact the component indicated below:

Active and Separated/Retired Members: E-mail your SSN (no research can be done without an SSN) and specific information about what you believe to be an omission or error to: VMET@afpc.randolph.af.mil.

Air Force Reserve and Air National Guard (ANG) Members: The VMET was mandated by Public Law for active duty members in Fiscal Year 1991 (FY 91). It was previously not provided to Reserve and Guard members. However, with the recent creation of the VMET Web Site the VMET became available to Reserve and Guard members. Therefore, it may be difficult or impossible to validate and make VMET corrections to non-active duty data for Reserve and Guard personnel. Work experience prior to September 1975 is not available in the DMDC database. Reserve members should review their individual unit military record maintained by their Reserve MPF. If after reviewing the FAQs and reviewing your unit military record, a change 'appears' warranted, your servicing MPF should provide assistance.

ANG members should contact the Customer Service section of their servicing MPF for assistance. If the POC at the MPF is unable to assist you and needs advice about what to do, then that POC should contact the applicable HQ ANG POC.

### **Marine Corps:**

All active duty and reserve Marines shall report to their local administration office with official documentation verifying corrected information for their SRB/OQR and the MCTFS database for entry by the unit diary clerk. Or contact the Mobility and Mobilization Support Branch at:

Headquarters, U.S. Marine Corps (HQMC)  
Manpower and Reserve Affairs (M&RA)  
Personal and Family Readiness Division (MR)  
Transition Assistance Management Program (MRM)  
3280 Russell Road  
Marsh Center 4th Floor  
Quantico, VA 22134-5103  
(703) 784-9523  
DSN 278-9523  
FAX (703) 784-9825